
SHARE Finance & Policy Committee Minutes

Wednesday, July 17, 2024

10:00 a.m.

Call Meeting to Order

The meeting was called to order at 10:00 a.m. by Chair Betsy Mahoney

Roll Call

Members present via Zoom: *Amanda Doherty, John Howard, Betsy Mahoney, Miranda Shake, and Diane Yeoman. Jill Pifer arrived after roll call.*

Members absent: *Esther Curry*

Others present via Zoom: *Jennifer Baugh, Troy Brown, Rhonda Johnisee, John Kirchner, Shirley Paden, Dena Porter, Jacob Sedor, Cassandra Thompson, and Traci Wadsworth.*

Approval of May 15, 2024, Minutes

A motion and a second were made to approve the May 15, 2024, minutes. Motion carried unanimously by roll call vote.

SHARE Update

SHARE has been working through connectivity issues with third-party vendors. These issues have been causing Aspen to display records incorrectly.

SHARE is still having issues sending text notifications through Verizon. SHARE has placed system notifications on the Aspen catalog, the old PowerPAC catalog, and the SHARE website. The IHLS IT Director explained that this issue also affects users on all of Verizon's subsidiary networks.

Aspen cohort 4a has gone live, and customization training has been scheduled. Cohort 4b is scheduled to begin rolling out in August.

Cataloging prices have changed effective July 1, 2024. Express cataloging is now \$4. Original Cataloging is \$12. Items received before June 30 or before will be charged the FY2024 rate.

Circulation permissions in Polaris have been updated. Public library staff can no longer see patrons registered at schools and vice versa.

SHARE is running long overdue item reports on behalf of member libraries, since there have been reports of libraries not running their overdue notices. That is what prompts the system to change the item status to long overdue.

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New Business

- **SHARE Financial Statement Review:** The IHLS Finance Director presented the SHARE Financial Statement of Revenue and Expenditures to the committee. For services and materials, fees exceeded the projection by 1.1% for a total of \$1,570,872,57, 98.8% of which has been collected. Investment income exceeded the projection by 209.07% for a total of \$113,702.10. Pre-audit, the total year-to-date expenses are under budget by 9.3%. The Unrestricted Fund will fund SHARE approximately six months, based on the FY2024 Operations Budget.

The committee discussed ways to manage SHARE's accounts more actively to earn more in interest rates.

- **Texting Service:** The IHLS IT Director explained the technical process of Polaris' text notifications. All Polaris notifications come from one email server that are converted to text messages, and the high volume of outgoing notifications has been rate-limited. Innovative has an in-house solution, LX Starter, but has not provided pricing, so SHARE is exploring alternatives as well.

MessageBee has an implementation fee of \$2,490, and an annual fee of \$2,040. Messages are then paid for individually at a rate of .014 cents per message, with a bundle price of \$24,000.00 for two million messages.

The committee discussed means of paying for a new texting service, as well as how quickly the new service could be implemented. The committee expressed concerns about the amount of time the board approval process could take and discussed the possibility of calling for an emergency board meeting.

A motion and a second were made to send a recommendation to move forward as quickly as possible with the MessageBee service, including the two million text message bundle, to the SHARE Executive Council. Motion carried unanimously by roll call vote.

- **Authority Policy Review:** SHARE is reviewing the Authority Policy and rewording for clarity.

A motion and a second were made to approve the policy changes and send the updates to the Executive Council. The motion carried unanimously by roll call vote.

- **Cataloger Reclassification:** The job descriptions for Catalogers are being updated. No action is required.

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Old Business

- **IHLS Annual Report and SHARE Member Report:** SHARE is working on the Member Report, and the IHLS Marketing and Communications department is creating an infographic for the Annual Report.

Public Comment

None

Announcements

None

Next Meeting

Wednesday, September 18, 2024, at 10:00 a.m. via Zoom.

Adjournment

There being no further business to discuss, the chair adjourned the meeting at 11:32 a.m.

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